

# First steps

New here? Here are the first steps to start an employment with Smart

- [1. Infosession and first consultation](#)
- [2. Membership and employment](#)

# 1. Infosession and first consultation

## 1. Info session

Do you want to know more about the Smart cooperative, what we do stand for and how you can work with us? Then attend one of our info sessions!

Our info sessions take place weekly, usually on **Thursdays at 11 a.m.**, alternating between English and German. First there is an insight into the work of the cooperative and a Q&A session. Everything takes up to one hour.

In the info session, you can get an overview of what Smart is and how you can work with us. At the end of the presentation, you will be able to assess whether Smart is right for you.

You can find all the dates at the bottom of our website (they will be released gradually):

<https://smartde.coop>

After registering, you will receive a link to the event and confirmation of your registration. If you are unable to attend the info session after all, you can simply book a new date on another day.

## 2. Consultation

Are you convinced that Smart could be a good solution for you? Now you can arrange a personal appointment with Smart.

During the info session you will be asked, whether you would like to receive further information from us. In this case, we will send you:

- a short questionnaire
- our information package
- a link to the Smart appointment booking page

Please use the link to arrange the initial consultation with us.

Please take a look at the information package before the initial consultation and fill out the questionnaire so that we can better assess your situation.

The following topics can be discussed during the consultation:

- processing of your activities via Smart
- planning your salary and employment contract if you decide to join Smart
- further steps for Smart membership

Please note: Both the info session and the consultation are **mandatory** in order to start working with Smart. Every situation is complex and we want to talk to you to understand whether the collaboration is possible and makes sense for you!

## 2. Membership and employment

Have you already taken part in the personal appointment? Here are the next steps:

### Become a Smart member

[Become a member](#) and fill out the [Employment Datasheet](#), we'll confirm your data within one business day.

Please note: Your membership in the cooperative does not automatically mean that you are employed!

### Save your orders

After our confirmation, your account will be activated and you'll be able to [save your first orders](#).

Find out all about [order processing](#).

### Payment guarantee

You can decide whether your client should confirm the order or not. If you choose to skip client confirmation, we can only employ you in the current month if your client has paid us before the 10th of the month. For clients outside the EU, we always require their payment first.

### Employment request

After Smart confirms your first order form, your budget will be generated, and you'll be able to send us an [employment request](#). Choose an [employment category](#) based on your average income.

## The employment begins

We'll then review and approve your employment request. You'll receive your employment contract via e-mail. Your first salary will be transferred at the end of your first month of employment, and your payslip will be emailed to you at the end of the month.

If requesting a **Minijob** (556€ gross or less), please take a look at the information regarding [Minijob contracts](#).

**DEADLINE:** Please submit your employment request **till the end of the month** for the contract starting on the first of the following month (e.g. till the end of April for the employment from 1.5.) Please note that your salary will be paid at the end of the month (e.g. 28.5.)

## Already a member? Become part of the Smart Community

- Create your profile in the [Community](#) page in the Smart Portal and start networking with other members.
- Follow us on social media: [Facebook](#), [Twitter](#) and [Instagram](#)
- Join our [Facebook Group](#)
- Mark Smart as your employer on [LinkedIn](#)
- Check your mailbox: approximately once per month we will send you a Newsletter with important news and updates from the cooperative. You can read the previous [Newsletter here](#) (only with personal access).

## Questions?

Can't find answer to your question here? [Contact us](#). You can decide whether your client should confirm the order or not. If you choose to skip client confirmation, we can only employ you in the current month if your client has paid us before the 10th of the month. For clients outside the EU, we always require their payment first